

CAPPS HR/Payroll & Financials — User Group Meeting Minutes

Thursday, Jan. 26, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - The ***CAPPS Financials Summary and Trend Report 01/26/21*** document was reviewed.
 - In December, there were 718 active SRs with 176 in high priority status.
 - As shown on the trend chart, there were 319 SRs opened and 466 closed in December.
- **Governance Approved Enhancements**
 - The ***CAPPS Financials Governance Approved SRs 01/26/21*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The ***CAPPS Financials Required Maintenance 01/26/21*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Upcoming Vote: SR Submitted to Governance (Financial Support team)

- The ***CAPPS HR Payroll SR Submitted to Governance 01/26/21*** document was reviewed.
 - SR 17664 is for the *General Ledger* module. Certain USAS “D” and “J” document transactions are needed to automatically generate journals in CAPPS. This modification provides configuration to ignore the transactions triggering issues. Users no longer need to enter documents manually, which caused them to be added on the *Hx Recycle* browser.
 - This provides CAPPS the ability to import USAS “D” and “J” documents that originate from other agencies that have other batch entries in USAS. These document types are typically for the transfer of revenue.
 - Minimal configuration is needed and is optional.

IV. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The ***CAPPS HR/Payroll Summary and Trend Report 01/26/21*** document was reviewed.
 - In December, there were 795 active SRs with 71 in high priority status. There were no critical SRs.
 - As shown on the trend chart, there were 522 SRs opened and 528 closed in December.

- **Governance Approved Enhancements**

- The **CAPPS HR/Payroll Governance Approved SRs 01/26/21** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- SR 24243 is a *Recruiting* module for the new *Comprehensive Position* report. This SR is now *In Work* and slated to go to *User Acceptance Testing* on Feb. 4.

- **Required Maintenance**

- The **CAPPS HR/Payroll Required Maintenance 01/26/21** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- SR 26120 is for the *Recruiting* module and then it is upgraded to *Release 20D.2*. This SR has moved to *Assigned* status.

V. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)

- The **CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 01/26/21** document was reviewed.
- The project is green and on track.
- There are 12 agencies that will deploy in Fiscal 2021.
- The soft go-live date is Aug. 09, 2021 and the implementation date is Sept. 01, 2021.
- Key items:
 - This project is now at 45% completion.
 - CAPPS continues to hold the configuration/prototyping sessions. Each agency receives assistance in its set up and a demonstration.
 - The Security Essentials meeting was held yesterday.
 - Train-the-Trainer kickoff is scheduled for Feb. 1.

VI. Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The **CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard 01/26/21** document was reviewed.
- The project is green and on track.
- There are seven agencies that will deploy in Fiscal 2021.
- The original code move date was July 05, 2021 but has been moved to July 08, 2021 due to consolidation of work activities.
- The implementation date is July 12, 2021.
- Key items:
 - This project is now at 41% completion.
 - Mock 1 conversion is complete.
 - Security Essentials review meeting is complete.
 - Mock 2 conversion has just completed this week.

VII. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)

- The **CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 01/26/21** document was reviewed.
- The project is green and on track. Release tool is set to four agencies and one agency for the onboarding portion of the module.
- The implementation date is May 12, 2021.
- Key items:
 - This project is now at 62% completion.
 - CAPPS continues the agency CRP sessions for another two weeks.
 - CAPPS updates the configuration per the session feedback.
 - Design and build 10 agency reports and adjust per incoming requests.
 - The UAT date was moved to March 8 due to the IAM schedule change.

VIII. Discussion Topic: IAM/TDIS Project Update (Chelsa Vinklarek)

- The CAPPS IAM team previously announced that they would present an IAM dashboard at this meeting but have since pushed this out to February while the team updates the project timeline and process plan based on a change in the IAM structure.
 - The initial plan called for users to create a personal constituent account in the Department of Information Resources (DIR) TxT Portal, which required in-depth personal information to setup the account in the TxT Portal, which then had to be linked to the CAPPS business functions.
 - The new plan removes the need for the constituent account and users are only required to enter their work email to log into an IAM CAPPS portal.
- With this change to the project, CPA decided to adjust the timeline as follows:
 - The go-live date is moving out from April 12 to June 7.
 - User Acceptance Testing (UAT) begins on April 12, instead of occurring in March.
- This implementation impacts all CAPPS users since the IAM/TDIS login will be the only way to access CAPPS once IAM is deployed. It is critical for agencies to ensure messaging is broadcast to all its users.
- Key points include:
 - The IAM/TDIS implementation only alters the login process to enter CAPPS. CAPPS functionality and system navigation are not impacted by this new security process.
 - The CAPPS IAM project team are developing desk aids, training and other communications for agencies to use with their own go-live preparations.
 - IAM/TDIS implementation affects terminated employees. Each agency is responsible for messaging this information to its terminated employees and needs to prepare to answer inquiries from terminated employees following deployment.
 - Agencies will be able to complete password resets similar to what exists now in CAPPS. Agency Security Coordinators, Level 1 staff and other users with a password reset ability will receive targeted communications as desk aids and other support materials for that role as they are developed.
 - We have designed a configuration for a switch that enables/disables this for HUBs.

IX. Discussion Topic: Calendar Year-End (CYE) Update (Rob Heckler)

- CAPPS will be finished with W2 as of this week. All agencies (except four agencies) have picked up their W2s. Agencies must pick up the W2s no later than Friday (the warrant window is ready for you) so they can be post marked by the 31st.
- CAPPS will run W3s and transmittals this week and submit them to the IRS on your behalf.
- The 1095-C out to employees and post marked on March 2. Totals are due on the 31st.
- Electronic consent for ACA and 1095-c is not being selected. Communicate this to your agency and encourage electronic consent. Electronic consent means employees will receive an electronic copy, instead of a paper copy.

X. Discussion Topic: SRs Moving to User Acceptance Testing (Financials Support team)

- The **CAPPS Financials SRs Moving to UAT** document was reviewed.
- For each SR please review the SR and the check that the status is set to UAT. Review the FDD that is listed in the public section of the SR. Review the CAPPS FIN Test Plan section that contains details to navigate and apply test scenarios. Check if the business processes your agency uses are working properly. Update the SR with your results, even when working properly.
- SR 13655: Voucher Copy Worksheet Default Business Units (Danny Sandefur)
- UAT will be open Jan. 27 – Feb. 9 (10 working days).
- This is an enhancement request to have the user's configured *Business Unit* default for the *PO* and *Receiving Business Unit* fields on the *Voucher Copy* worksheet. The source of the defaulted *Business Unit* comes from the user preferences/overall preferences menu for the user.
- Adding the *Business Unit* enhancement results in less keystrokes and help expedite voucher entry.
- SR 14950: AP Agency GL – Optionally Allowed (Thanh Hermosilla)
- UAT will be open Feb. 1 – Feb 12 (10 working days).
- Agency general ledger account configured on the USAS T-code lookup page through the *Agency GL Account Flag*.
- T-code 270 is set up in CAPPS for testing (T-code 270 is no longer active in USAS) so that you can change an existing T-code to *Always Required*. The EDI voucher load is not affected by this change.
- There are three values: *Always Required*; *Never Allowed*; and *Optionally Allowed*.
- The outbound scheduled from UAT1 is active so it sends over documents that are eligible for interface to the *USAS Agency Setup* test region.
- SR 18133: New AP Workcenter Functionality (Karl Westerman)
- UAT will be open Feb. 1 – Feb. 12 (10 working days). The projected production date is Feb. 19.
- This a new Accounts Payable *WorkCenter* functionality.
- Adding 5 new queries in the *My Work* section of the *AP WorkCenter*:
Vouchers Not Submitted for Approval; *Vouchers Ready for USAS*; *Vouchers Sent to USAS*;
Vouchers Processed by USAS; and *Vouchers Not Sent to USAS*.
- SR 19436: Loading Failed USPS Journals into CAPPS (Shawana Abrams)
- UAT will be open Feb. 1 – Feb. 12 (10 working days). The projected production date is Feb. 19.

- Uniform Statewide Payroll/Personnel System (USPS) is the system that processes payment information and is then interfaced to CAPPS Financials.
This fix is for agencies that have not implemented CAPPS HR/Payroll and require a security role, TX_FIN_BAT_XXXXX_USPS_EXCEPT. Please replace XXXXX with your agency ID. The new job processes Monday – Friday, at 3:30 p.m.
- Journals fail for missing info on the *USPSXWALK System Code* table for the *SpeedChart* and *Chartfield*.
- Create *SpeedCharts* on the *SpeedChart* setup page and create *Chartfields* on the *Chartfield Value* setup page.
- Emails submitted to agencies are for *Journals in Error*, *Journal ID* and the date is included. Agencies need to update the journals in order to post.
- Typos can also cause errors in both *SpeedChart* and *Chartfield*. Agencies need to correct in the *SpeedChart* and *Chartfield Value* pages and cross-check those on the USPSXWLK table.

XI. Upcoming Meetings

- Thursday, Feb. 25, 2021 — CAPPS Combined Financials and HR/Payroll User Group meeting.
- Tuesday, March 23, 2021 — CAPPS HR/Payroll User Group meeting.
- Thursday, March 25, 2021 — CAPPS Financials User Group meeting.